OSA 4785-63

30 August 1963

MEMORANDUM FOR: Chief, Logistics Services Division, OL

SUBJECT Special Cleaning for Signal Center,

OSA-DD/S&T

OL 3-5324, Same Subject, dated 15 August REFERENCE

1963

- 1. It is requested that cleaning services for the OSA Signal Center be continued for the remainder of PY 64 on the same basis as before. Funds in the amount of \$2,500.00 have been obligated to cover this expenditure under cost authority 4161-1000-1000.
- 2. This amount was arrived at by computing the cost of the services of three GS-5 employees for a period of four hours each per week at an overtime rate of \$4.00 per hour. Sufficient excess should be included in the total figure (as a result of arbitrarily using the inflated hourly rate and by rounding off to \$2,500.00) to provide for limited unforeseen requirements.
- 3. It is our understanding that the daily morning cleaning of the OSA Control Center is accomplished by a regular member of the building char force and that no overtime compensation is involved.

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